

COVID-19 Response: Guidance for Current CAC Grantees and Awardees



Please note: "Awardees" refers to organizations whose grant awards have been approved by the California Arts Council but do not yet have executed grant contracts. "Grantees" refers to organizations whose contracts have been executed.

When can we access our grant funds?

Awardees for the upcoming program year will be able to access the initial 90% of their funds beginning July 1, 2020, upon execution (submission and approval) of their grant contract packages. Awardees with two-year grants will be able to access the initial 50% at this time, with an additional 40% available upon submission and approval of the interim report in July 2021. All awardees will receive the final 10% of their award upon submission and approval of their Final Report within 30 days of the end of the Grant Activity Period. The exception to this is awardees in the Organizational Development and Professional Development programs, whose entire award is paid out upon execution of their grant contract.

When can we access the final 10% of our grant award?

Grantees for the current program year are able to complete and submit their Final Reports at any time in the CAC grants management system. The final 10% of the grant award will be released upon CAC staff approval of the Final Report.

Can we modify the projects indicated in the contracted Scope of Work?

Yes. In response to the impacts of COVID-19 on the arts and culture field, grantees and awardees are permitted to make necessary adjustments in order to complete their grant contracts. It is important to our Council that organizations are provided with this flexibility in order to keep grant funds in local communities. All grantees will be required to report on the activities and outcomes of their adjusted Scope of Work in their Final Report before receiving the last 10% of their award.

Can we use CAC funds for expenses that we did not include in our original budget?

All grantees and awardees are **required to maintain the compensation for artists and cultural workers indicated in the original proposal**, only reduced by a small percentage if the full request was not granted. Other project expenses may be adjusted as necessary without prior approval by the CAC. However, the following expenses are prohibited from use with CAC grant funds:

What the CAC does not fund

- Hospitality or food costs
- Fundraising activities or services such as annual campaigns, fundraising events, or grant writing
- Programs or services intended for private use, or for use by restricted membership
- Projects with religious purposes
- Operational, administrative or indirect costs of schools, colleges, or universities, or any activities that are part of the curricular base of these institutions

- Trusts, endowment funds or investments
- Capital outlay, including construction projects or purchase of land and buildings
- Equipment
- Debt repayment
- Out-of-state travel
- Expenses incurred before the start date or after the ending date of the grant activity period
- Lobbying activities that are intended to influence the actions, policies, or decisions of government officials or specific legislation

Can we request an extension of the Grant Activity Period to complete our project?

The CAC is recommending that organizations close out their contracted activities within their current grant Activity Period by making necessary project modifications. Extensions are not advised and will only be permitted if there are discrete, achievable activities that must extend beyond the Grant Activity Period.

Can I contact CAC staff with specific questions?

Yes! The CAC staff is working remotely and continues to be available via email and telephone. A directory of Program Specialists and the grant programs they manage is available on our website: <http://arts.ca.gov/programs/progstaff.php>

Access the CAC grants management system here: <http://calartscouncil.smartsimple.com>